

**SECTION 01001**  
**BASIC REQUIREMENTS**

**PART 1 GENERAL**

**1.1 CONTRACT DESCRIPTION**

- A. Work of the Project includes the replacement of Truscott stairs 10,20,40 & 70. Refinishing of walkways 50 & 60, and stair 900.
- B. Perform Work of Contract under a Guaranteed Maximum Price contract with Owner in accordance with Conditions of Owner-Contractor Construction Agreement. In the event of any discrepancies/conflicts between the specifications and the Construction Agreement, the Construction Agreement shall govern.

**1.2 WORK RESTRICTIONS**

- A. On-Site Work Hours: work hours shall observe the City of Aspen permitted construction hours from 7:30 AM to 5:30 PM Monday through Friday and 9:00 AM to 5:00 PM on Saturday.

**1.3 COORDINATION WITH OCCUPANTS**

- A. All units are occupied and managed by the Aspen Pitkin County Housing Authority (APCHA). Excellent communication with the tenants and APCHA staff will be necessary for successful project completion.

**1.4 TEMPORARY EGRESS**

- A. During construction temporary egress for occupants will be required. Contractor must coordinate with City of Aspen Community Development to develop temporary egress plan.

**1.5 CASH ALLOWANCES**

- A. Costs Included in Allowances: Cost of Product to Contractor or subcontractor, less applicable trade discounts.
- B. Costs Not Included in Allowances But Included in Contract Sum/Price: Delivery to site, applicable taxes (City of Aspen is exempt from sales tax on items to be permanent fixtures of the building), product handling at the site, including unloading, uncrating, and storage; protection of Products from elements and from damage and labor for installation and finishing.
- C. Difference in cost will be adjusted by Change Order.

- D. Allowances Schedule:
  - 1. No cash allowances scheduled.

#### 1.6 TESTING AND INSPECTION ALLOWANCES

- A. Testing and Inspection Allowances: Not required.

#### 1.7 APPLICATIONS FOR PAYMENT

- A. Submit digital (PDF format) copies of invoice with description of the work undertaken.
- B. Content and Format: Utilize Schedule of Values, included in the Owner-Contractor Construction Agreement, for listing items in Application for Payment.
- C. Payment Period: Monthly.

#### 1.8 CHANGE PROCEDURES

- A. Per requirements of Owner-Contractor Construction Agreement.
- B. Change Order Forms: Written contractor request with information required by AIA G701 document or use form.

#### 1.9 ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option.
- B. Coordinate related Work and modify surrounding Work as required.
- C. Schedule of Alternates:
  - 1. Alternate No. 1: No alternates scheduled.

#### 1.10 COORDINATION

- A. Coordinate scheduling, submittals, and Work of various sections of specifications to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
- C. Coordinate space requirements and installation of mechanical and electrical work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.
- D. In finished areas, conceal pipes, ducts, and wiring within construction.

#### 1.11 FIELD ENGINEERING

- A. Establish elevations, lines, and levels and certify elevations and locations of the Work conform with Contract Documents.
- B. Verify field measurements are as indicated on shop drawings or as instructed by manufacturer.

#### 1.12 PRECONSTRUCTION, PREINSTALLATION MEETINGS

- A. Owner will schedule preconstruction meeting after Notice of Award for affected parties.
- B. When required in individual specification section, convene pre-installation meeting at Project site prior to commencing work of section.

#### 1.13 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at weekly intervals or as required by Owner-Contractor Construction Agreement.
- B. Preside at meetings, record minutes, and distribute copies within five business days to those affected by decisions made.

#### 1.14 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching new Work; restore Work with new Products.
- B. Submit written request in advance of cutting or altering structural or building enclosure elements.
- C. Execute cutting, fitting, and patching to complete Work, and to:
  - 1. Fit several parts together, to integrate with other Work.
  - 2. Uncover Work to install or correct ill-timed Work.
  - 3. Remove and replace defective and non-conforming Work.
  - 4. Remove samples of installed Work for testing.
  - 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Cut masonry and concrete materials using masonry saw or core drill. Restore Work with new Products in accordance with requirements of Contract Documents.
- E. Fit Work tight to adjacent elements. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- F. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- G. Refinish surfaces to match adjacent finishes.

#### 1.15 SUBMITTAL PROCEDURES

- A. Submittal form to identify Project, Contractor, subcontractor or supplier; and pertinent Contract Document references.
- B. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- C. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of completed Work.
- D. Revise and resubmit submittals as required; identify changes made since previous submittal.
- E. Allow two weeks turnaround time for Owner review of submittals, including shop drawings.

#### 1.16 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit any changes to the progress schedule digitally within 15 days after date established in Notice to Proceed for Owner review.
- B. Submit revised schedules at each Progress Meeting, identifying changes since previous version. Indicate estimated percentage of completion for each item of Work at each submission.
- C. Submit horizontal bar chart with separate line for each section of Work, identifying first work day of each week.

#### 1.17 PRODUCT DATA

- A. Product Data:
  - 1. Submitted to Owner for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
  - 2. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes as specified.
- B. Submit product data in Digital (PDF) format.
- C. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this project.

#### 1.18 SHOP DRAWINGS

- A. Shop Drawings:
  - 1. Submitted to Owner for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.

2. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes as specified.

B. Submit shop drawings in digital (PDF) format.

#### 1.19 SAMPLES

A. Samples for Review:

1. Submitted to Owner for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
2. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes as specified.

B. Samples For Selection:

1. Submitted to Owner for aesthetic, color, or finish selection.
2. Submit samples of finishes from full range of manufacturer's standard colors, textures, and patterns for Owner selection.
3. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article and for record documents purposes as specified.

C. Submit samples to illustrate functional and aesthetic characteristics of Product.

D. Submit samples of finishes from full range of manufacturer's standard colors, textures, and patterns for Owner's selection.

#### 1.20 MANUFACTURER'S INSTRUCTIONS

A. When specified in individual specification sections, submit manufacturer printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.

#### 1.21 MANUFACTURER'S CERTIFICATES

A. When specified in individual specification sections, submit certifications by manufacturer to Owner, in quantities specified for Product Data.

B. Indicate material or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.

#### 1.22 QUALITY CONTROL

A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.

B. Comply with manufacturer's instructions.

C. Comply with specified standards as minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

#### 1.23 TOLERANCES

- A. Monitor fabrication and installation tolerance control of installed Products over suppliers, manufacturers, Products, site conditions, and workmanship, to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply fully with manufacturer's tolerances.

#### 1.24 REFERENCES

- A. Conform to reference standards by date of issue current as of date of Contract Documents.
- B. When specified reference standard conflict with Contract Documents, request clarification from Owner before proceeding.

#### 1.25 TESTING AND INSPECTION LABORATORY SERVICES

- A. No testing or special inspections required.

#### 1.26 MANUFACTURER'S FIELD SERVICES AND REPORTS

- A. When specified in individual specification sections, require material or Product suppliers or manufacturers to furnish qualified staff personnel to observe site conditions and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions that are supplemental or contrary to manufacturer's written instructions.

#### 1.27 EXAMINATION

- A. Verify existing site conditions and substrate surfaces are acceptable for subsequent Work. Beginning new Work means acceptance of existing conditions.
- B. Verify utility services are available, of correct characteristics, and in correct location.

#### 1.28 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying new material or substance in contact or bond.

#### 1.29 TEMPORARY ELECTRICITY

- A. Coordinate with Owner for use of electricity and power outlets for construction operations, connections, branch wiring, distribution boxes, and flexible power cords as required.

1.30 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain temporary lighting for construction operations as may be needed.
- B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- C. Permanent building lighting may be utilized during construction. Repair, clean, and replace lamps (as needed) at end of construction.

1.31 TEMPORARY HEATING AND COOLING

- A. Provide heating and cooling devices and heat and cool as needed to maintain specified conditions for construction operations.
- B. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.32 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

1.33 TELEPHONE SERVICE

- A. Provide, maintain and pay for telephone service to site at time of project mobilization. Mobile telephones are acceptable.

1.34 TEMPORARY WATER SERVICE

- A. Coordinate with Owner for use of suitable quality water service required for construction operations.

1.35 TEMPORARY SANITARY FACILITIES

- A. Contractor will provide and maintain temporary sanitary facilities.

1.36 FIELD OFFICES AND SHEDS

- A. Not required.

1.37 PARKING

- A. Owner will provide a limited number of temporary parking spaces to accommodate construction personnel and staging.

1.38 PROGRESS CLEANING AND WASTE REMOVAL

- A. Collect and maintain areas free of waste materials, debris, and rubbish. Maintain site in clean and orderly condition.

1.39 PROJECT IDENTIFICATION

- A. Provide as may be required by Building Department.

1.40 BARRIERS AND FENCING

- A. Provide barriers/partitions to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent spaces from damage.
- B. Construction: Contractor's option.

1.41 ENCLOSURES

- A. Erect and maintain temporary partitions to prevent spread of dust and fumes.
- B. Erect and maintain temporary barriers and security devices.

1.42 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual specification sections.

1.43 SECURITY AND SAFETY

- A. Provide facilities to protect Work from unauthorized entry, vandalism, or theft.
- B. Provide safety training, signage, products, and traffic control services as needed to maintain project safety.

1.44 ENVIRONMENTAL CONTROL

- A. Provide methods, means, and facilities to prevent spread of noxious, toxic substances, and pollutants produced by construction operations to other parts of the building.

1.45 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work.

1.46 DELIVERY, HANDLING, STORAGE, AND PROTECTION

- A. Deliver, handle, store, and protect Products in accordance with manufacturer's instructions.



#### 1.47 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed, except where otherwise noted.
- C. Products Specified by Naming One or More Manufacturers with Provision for Substitutions: Submit request for substitution for manufacturers not named.

#### 1.48 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
  - 1. Conditions: Owner will consider Contractor's request for substitution when the following conditions are satisfied:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - b. Requested substitution provides sustainable design characteristics that specified product provided.
    - c. Requested substitution will not adversely affect Contractor's construction schedule.
    - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
    - e. Requested substitution is compatible with other portions of the Work.
    - f. Requested substitution has been coordinated with other portions of the Work.
    - g. Requested substitution provides specified warranty.
    - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Owner will consider requests for substitution if received within 15 days after the Notice of Award.
  - 1. Conditions: Owner will consider Contractor's request for substitution when the following conditions are satisfied:
    - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Owner for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
    - b. Requested substitution does not require extensive revisions to the Contract Documents.

- c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
- d. Requested substitution provides sustainable design characteristics that specified product provided.
- e. Requested substitution will not adversely affect Contractor's construction schedule.
- f. Requested substitution has received necessary approvals of authorities having jurisdiction.
- g. Requested substitution is compatible with other portions of the Work.
- h. Requested substitution has been coordinated with other portions of the Work.
- i. Requested substitution provides specified warranty.
- j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved

#### 1.49 CLOSEOUT PROCEDURES

- A. Submit written certification Contract Documents have been reviewed, Work has been inspected, and Work is complete in accordance with Contract Documents and ready for Owner's inspection.
- B. Submit final Application for Payment identifying total adjusted Contract Sum/Price, previous payments, and amount remaining due.

#### 1.50 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean interior and exterior surfaces exposed to view.
- C. Clean debris from site.
- D. Replace filters of operating equipment.
- E. Remove waste and surplus materials, rubbish, and construction facilities from site.

#### 1.51 DEMONSTRATION AND INSTRUCTIONS

- A. Demonstrate operation and maintenance of Products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- C. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed-upon times, at equipment location.

1.52 TESTING, ADJUSTING, AND BALANCING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

1.53 PROTECTING INSTALLED CONSTRUCTION

- A. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- B. Protect finished floors, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

1.54 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of Contract Documents to be utilized for record documents.
- B. Record actual revisions to the Work. Record information concurrent with construction progress.
- C. Specifications: Legibly mark and record at each Product section description of actual Products installed.
- D. Record Documents and Shop Drawings: Legibly mark each item to record actual construction.
- E. Submit scanned documents to Owner with claim for final Application for Payment.

1.55 OPERATION AND MAINTENANCE DATA

- A. Submit an electronic (PDF format) copy prior to final inspection.
- B. PDF shall be logically organized.
- C. Contents:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Owner, Contractor, subcontractors, and major equipment suppliers.
  - 2. Part 2: Operation and maintenance instructions, arranged by system.
  - 3. Part 3: Project documents and certificates.

1.56 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide Products, spare parts, maintenance and extra materials in quantities specified in individual specification sections.
- B. Deliver to Project site and place in location as directed by Owner; obtain receipt prior to final payment.

1.57 WARRANTIES

- A. Provide duplicate copies.
- B. Execute and assemble transferable warranty documents from subcontractors, suppliers, and manufacturers.
- C. Submit prior to final Application for Payment.

END OF SECTION